

CARPENTER

DEFINITION

To perform skilled carpentry and a variety of related tasks in the construction, maintenance and repair of City facilities and buildings and related structures; and perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

ESSENTAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform a wide variety of carpentry and related construction, maintenance and repair work of City buildings, park and recreational facilities, and related structures.

Perform rough and finish carpentry on structures construction and remodeling, including framing, siding, roofs, doors, flooring, windows, tables, cabinets, fences, gates and related structures; construct and repair furniture, equipment and fixtures; perform mill and cabinetwork

Install and repair wall coverings such as drywall, paneling, vinyl celotex, masonite sheeting, veneer, curtain/drapes, rubber and wood cove base

Repair wood fencing, chain link fence, bob wire and gates; repair roof leaks, framing for hatches, skylights, vents, roof jacks, turbans, and roof drains; install gutters, metal flashing and downspouts.

Build stairways, closets, cases, and shelving; fit doors, window, sashes, and screens.

Assist with new construction or modeling projects on City facilities.

Plan, design, and lays out craft assignments; read and interpret plans, blueprints, and specifications; estimate materials, tools and equipment needed for work assignments; prepare cost estimates for larger jobs.

Order and pick up materials and supplies from outside vendors as appropriate.

Operates and maintains a wide variety of hand and power tools, shop tools and other equipment used in the trade.

Observe safe work methods and safety precautions related to the work; cones and flags work sites to secure from traffic; uses appropriate safety equipment and devices; attends safety meetings; inspect and repair safety hazards encountered in the course of the work; prepares a variety of records, including work orders, progress reports, requisitions, etc.

Provide technical guidance to less experienced assistants; instructs and trains assistants in proper work methods and job safety

Assist in developing specifications for contract work; inspect contract work for conformity to specifications;

Assist other trades on major jobs as needed.

Keep work related records using a computer.

Operate City vehicles with attachments skillfully and safely.

In the absence of the supervisor, assume responsibilities as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, materials, tools and equipment used in rough and finish carpentry, cabinet making, and wood finishing.

Operation and maintenance of a wide variety of hand, power and shop tools, and other equipment common to the field of carpentry and related building trades.

Pertinent rules, laws, and policies related to area of assignment.

Safe work methods and safety regulations pertaining to the work including the use of personal protective equipment.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Operating and maintaining specialized tools used in carpentry and related building trades.

Measuring and calculating angles, lengths, and volumes.

Designing, laying out and preparing sketches and plans for construction jobs.

Reading and interpreting manuals, specification, drawings, plans and blueprints.

Basic mathematical computations.

Use and operate tools and equipment related to assignment, including personal protective equipment.

Keep work related records and prepare reports using a computer.

Work effectively at remote locations without direct supervision.

Operate City vehicles observing legal and defensive driving practices.

Follow oral instruction; read, interpret, follow and explain written instructions, construction sketches and equipment manuals.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Work overtime and off-hours shifts when necessary because of an emergency or in the interest of the efficiency of the department.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible carpentry experience.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in carpentry or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit, stand, bend, climb ladders (up to 40 feet), stoop, kneel, crouch, crawl and twist for varying periods in the course of work; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; lift or carry objects weighing up to 100 pounds; to communicate with co-workers using a two-way radio; use telephone, and write or use a keyboard to communicate through written means; see in the normal vision range with or without correction to read computer screen, blueprints, and drafting plans; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both indoors and outdoors environments. Some work is performed with exposure to low to loud noise level; frequent fieldwork is required with exposure to a variety of weather conditions and the external environment; tasks may require working in tightly enclosed spaces and the use of ladders or other safety equipment to gain access to hard to reach locations; some work is performed in crawl spaces, attics or on rooftops. Some work may require exposure to unpleasant and potentially hazardous substances and high voltage.

4/03